



EMPLOYMENT OPPORTUNITY

Office Assistant 3
\$2161.00 – \$2789.00 Range: 31

Recruitment # 1278-09

Opens: November 23, 2009

Closes: December 4, 2009

Job Summary

This is a fulltime, permanent position in the Fish Program located in Ellensburg. Reporting to the Ecological Interactions Team Leader, this position performs a range of activities in support of the team leader and staff of the Ecological Interactions Team. This is a good opportunity for someone with a desire to learn about fish and wildlife and who will enjoy being part of a team conducting cutting edge research on hatchery/wild interactions.

Principal activities include:

- Assisting the Project Leader in preparing and tracking budgets and expenditures (salaries and benefits, goods and services and travel)
- Reviewing scientific reports to identify technical writing errors as well as accuracy of references cited
- Acting as liaison between the supervisor and reporting parties on completion of contract deliverables and reports
- Purchasing goods and services for the Ecological Interactions Team
- Conveying computer hardware/software problems and needs to the agency IT personnel
- Completing personnel forms for hiring, over-time requests, and related administrative forms
- Serving as custodian of the team petty cash account

Work hours are typically 8 to 5 Monday through Friday. Duties are performed almost exclusively in an office environment, with extensive sitting and keyboarding required.

Competencies and Qualifications

This employee must perform a variety of tasks with a high degree of efficiency and initiative to get the job done. This requires someone who is well organized and able to coordinate, communicate, and work effectively with professional staff on a variety of issues. Well qualified applicants will demonstrate competencies in the following areas:

- Working knowledge of Excel, MS Word, and other applications (e.g. Outlook, Access) demonstrated through practical experience
- Keyboarding skills with the ability to perform a variety of computer tasks through the work day
- Ability to read and comprehend technical reports and peer reviewed publications
- Organization and coordination skills demonstrated through work experience and accomplishments
- Initiative and ability to work independently demonstrated through work experience and accomplishments
- Written and oral communications skills

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Required qualifications: This position requires high school graduation or a GED and a minimum of two years of relevant clerical experience. Relevant experience must include using MS Excel, Word, and other applications (e.g. Outlook, Access) as part of the regularly assigned duties. **Preferred:** Due to the varied nature of this position and its role with the research team, a B. S. in a natural sciences area or completed college coursework, while not required, would be a plus.

How to Apply

This recruitment will close on December 4, 2009.

Review the competencies and qualifications that are sought for this recruitment. **Submit a completed and signed state job application and a resume** showing how you meet those competencies and qualifications. Be specific in listing relevant education and training you have completed and in describing the work experiences and other accomplishments that demonstrate how you meet the competencies.

Send your application materials to:

Margaret Gordon, Recruitment Specialist
Human Resource Office, Department of Fish and Wildlife,
600 Capitol Way North, Olympia, WA 98501-1091
Fax (360) 902-2392

Or deliver in person to our Human Resources Office in the Natural Resource Building,
5th Floor, 1111 Washington St. SE, Olympia, WA.

Or by e-mail to: WDFWjobs@dfw.wa.gov